

**BYLAWS OF THE
COOPERATIVE PURCHASING GROUP**

"SAVE"

AN ASSOCIATION

ARTICLE I

NAME

Section 1.01 Name

The name of this Association is SAVE (Strategic-Alliance-Volume-Expenditures).

ARTICLE II

OFFICE

Section 2.01 Office

The primary office of this Association for its transaction of business is located at the office of the Chair.

Section 2.02 Change of Address

The Board of Directors is hereby granted full power and authority to change the office of this Association from one location to another. Any such change will be noted by the Secretary.

ARTICLE III

PURPOSES

Section 3.01 Mission Statement

This Association is organized for the coordination of joint bid and piggybacking opportunities for its membership for commonly purchased items and to provide a forum for sharing information, networking and the development and attainment of purchasing goals.

Section 3.02 Rights, Privileges and Services

Only members of SAVE will be entitled to the rights, privileges and services provided by SAVE in conjunction with the Association.

ARTICLE IV

MEMBERSHIP

Section 4.01 Eligibility

- A. Membership will be available to any person primarily responsible for the purchase of goods, materials, or services on behalf of a public a
- B. A public agency will be defined as a State, County, City, Town, School, Special District Group, or political subdivision established to provide services to the general public.
- C. Regular membership will be in the name of the State, County, City, Town, School, Special District Group, or political subdivision.
- D. Associate membership may be awarded by the Board of Directors for those individuals or enterprises that do not meet the above criteria but that the Board of Directors deems in SAVE's best interest. Associate members do not possess any rights in relation to voting and may attend SAVE meetings only by invitation of the Board of Directors.

ARTICLE V

RIGHTS AND PRIVILEGES OF MEMBERSHIP

Section 5.01 Members

Members will have all rights to bring forth proposals, bids, discussions and pertinent information at official Association meetings.

Section 5.02 Admission to Membership

Admission will be subject to the approval of the Association.

Section 5.03 Dues

Annual dues of the membership will be as established by the Board of Directors.

Section 5.04 Due Dates for Dues

All dues will become due and payable July 1 of each year and will become delinquent on the last day of August of that same year. After August 31, members delinquent in dues will be dropped from the membership directory. New members who join during the year will have their dues pro- rated for a six-month period.

ARTICLE VI

MEETINGS

Section 6.01 Monthly Meetings

The Association will hold regular meetings on the last Wednesday of each month, unless decided otherwise by the Board of Directors. Special meetings may be called by the Chair as necessary.

ARTICLE VII

OFFICERS AND BOARD MEMBERS

Section 7.01 Names of Officers

The officers will be Chair, Vice Chair, Secretary/Treasurer. Additional members of the board will consist of two directors.

Section 7.02 Eligibility of Officers

All regular members are eligible to hold office. Associate members are not eligible to hold office.

Section 7.03 Term of Office

The term of office will be one year commencing July 1. Incumbents may be reelected to any office for consecutive terms.

Section 7.04 Responsibilities of Officers

Section 7.04.01 Chair

The Chair:

- A. Serves as Chief Executive Officer of the Association.
- B. Provides leadership in determining the direction of the Association.
- C. Coordinates activities of Association's meetings and chairs such meetings.

Section 7.04.02 Vice Chair

The Vice Chair:

- A. Serves in the absence of the chair.
- B. Actively assists the Chair in coordinating, promoting and carrying out the Chair's duties and functions.
- C. Prepares the annual statement of accomplishments.

Section 7.04.03 Secretary/Treasurer

The Secretary/Treasurer

- A. Maintains the historical records of the Association.
- B. Records and distributes newsletter and information to members from meetings, etc.
- C. Maintains the current membership roster of the Association.
- D. Prepares and maintains financial records of the Association.]
- E. Collects, deposits and maintains an accounting of all revenues of the Association.
- F. Disburses all expenditures authorized by the Board.

Section 7.04.04 Directors (Two)

The Directors

- A. Coordinates recruitment of new members for the Association.
- B. Perform special projects designated by the Chair.

ARTICLE VIII

ELECTION OF OFFICERS AND BOARD MEMBERS

Section 8.01 Election of Officers

- A. Officers are elected by a majority vote of the membership present at the meeting.
- B. Election of officers will take place at the May meeting with officers taking position July 1 of each year.
- C. Board of Directors will designate a member to administer the vote.
- D. All members will be notified of vacancies at least 60 days prior to voting.
- E. Incumbent officers may be reelected for consecutive terms.

Section 8.02 Nominations for Office

The Chair will select a nominating committee consisting of SAVE members for the purpose of recruiting and accepting candidates for election of the Board of Directors.

ARTICLE IX

BYLAWS

Section 9.01 General

Bylaws may be amended at any regular meeting of the Association by requiring the proposal to be read at two consecutive meetings and an affirmative vote of the majority of the members present at the meeting before becoming effective. The reading and debate at the first meeting are, in effect notice that the proposal will be considered at the next regular meeting of the Association. Notice of any amendments being considered will be published in the newsletter prior to a vote.

Approved by a vote of the membership April 29, 1998.

GEORGE KITAMURA
Chair